

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, January 21, 2013 <<<

Bill Platt Training Center

Coast Life Support District Station

38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action Toedter
Rice
 - Community Healthcare Executive Leadership Update
 - Finance Update
 - 2nd Quarter Financial Reports
 - FY12 Draft Audit Review
 6. New Business
 7. Reports
 - Treasurer
 - Board Officers – General
 - District Administrator
 - Write-offs Approval
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - None scheduled at this time



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
December 10th, 2012

Call to Order. President Tom Toedter called the meeting to order at 4:30 p.m. Present: Directors Chilton-Hauck and Rice.

Adoption of the Agenda. Director Chilton-Hauck moved to adopt the Agenda. Director Rice second, all ayes.

Approval of November 19th, 2012 Board Minutes. Director Rice moved, Director Chilton-Hauck second, all ayes.

Privilege of the Floor: None

Old Business: Information or Action

- Administration of the Oath of Office to Directors-elect Dodds, Klopfer, Schwartz and Randolph. Board President Toedter administered the oath.
- Election of Officers for FY 2013. Director Schwartz moved to retain Director Toedter as President, Chilton-Hauck as Secretary, and Rice as Treasurer. Director Dodds second, all approved.
- Committee Assignment Slate:

Finance Committee
Director Rice-Chair
Director Schwartz
Director Randolph

Quality Assurance Committee
Director Dodds
Director Chilton-Hauck

Community Health Care Working Group
Committee: Director Dodds, Director Klopfer,
Co-Chair Director Chilton-Hauck to remain
on the committee.

Strategic Planning Coordinator/Liaison
Director Randolph
Director Rice
Director Schwartz

Motion by Director Schwartz to establish the above committees as stated. Director Rice second. All approved.

New Business: None

Reports:

- Treasurer's report: No Report
- Board Officers: No Report
- District Administrator Foster's Report. See board packet. Foster reported on the interview process for the paramedic positions.
- Business Mgr. Bold's November 2012 write-off report was approved. Director Dodds moved, Director Rice second, all ayes.

Other:

- General Announcements:
Next Board Meeting January 21st, 2013

Adjournment. Director Schwartz moved for adjournment, Director Dodds second, all ayes. Meeting adjourned at 5:31pm.

Minutes approved:

Date

Community Healthcare Update

CLSD/RCMS Executive Leadership
21 January 2013

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Overview

- Organizational Missions
- Mission Alignment
- Creating an Integrated Plan
- Business Plan Requirements
- Community Healthcare Working Group Role
- Next Step and Deadlines

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Organizational Missions

- **Coast Life Support District**

It is the mission of the Coast Life Support District to provide and assure high quality healthcare facilities, services and emergency care, as well as citizen health education and well being to all residents and visitors within the community that supports it.

- **Redwood Coast Medical Services**

The mission of Redwood Coast Medical Services (RCMS) is to provide high quality, family-oriented, community based primary medical and dental care, including a broad range of preventive health services to residents and visitors within the coastal areas of Southern Mendocino and Northern Sonoma Counties.

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CLSD-RCMS Mission Alignment

Working together in a small community is essential!

- **Long-term**
 - Improve health status of the community through enhanced healthcare services and medical facilities (for primary care, urgent/emergent care, and additional services needed by the community)
- **Near-term**
 - Address community need for urgent care services

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Creating an Integrated Plan

- Long-term
 - Expand healthcare services and facilities needed by our community
 - Identify and pursue a partner to join in building and operating a community healthcare center
- Near-term
 - Expand Urgent Care services availability
 - Build Urgent Care capability into long-term planning and resource requirements

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Business Plan Requirements

- Stroudwater Study was a feasibility study, *not* a business plan
 - Rough estimate of organization and costs
 - Did not include partnership role
- Detailed business plan needed
 - Better definition of services needed by community
 - Accounts for possible partner operation and overhead
 - Identifies true tax burden
 - *Eliminates speculation*
 - Costs
 - Executability for new combination facility

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Community Healthcare Working Group Role

- Continue to develop near-term alternatives
 - Detailed cost estimates and trade-offs
- Coordinate with long-term planning
 - Work in near-term solution with new resources stream
 - Near-term solution to dovetail with long-term
- Public advocacy strategy and implementation
 - Voter ballot initiative campaign and support

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Next Steps and Deadlines

- Next Steps
 - CLSD seeks business plan development consultant
 - RCMS completes Community Needs Assessment
 - CLSD and RCMS leadership commit to joint vision
 - Community Healthcare Working Group
 - Detail near-term options and costs
- Target Deadline
 - Data & Recommendations due Oct/Nov 2013
 - CLSD decides on details of April 2014 tax measure

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Recommendation

- CLSD issues RFP for business plan development
 - Funded through UC Reserve
- The CLSD Board of Directors commits to strategic planning in concert with the RCMS Board of Directors to pursue their common mission

11:42 AM
 01/18/13
 Accrual Basis

Coast Life Support District Profit & Loss Budget vs. Actual July through December 2012

	Jul - Dec 12	Budget	\$ Over Budget	% of Budget
Income				
4000 · CLSD Special Taxes	618,608.19	555,073.04	63,535.15	111.4%
4100 · Interest Income	945.99	650.02	295.97	145.5%
4200 · Net Ambulance Income	377,049.52	285,416.02	91,633.50	132.1%
4300 · CPR Class Fees	782.00	2,250.00	-1,468.00	34.8%
4400 · Miscellaneous Income	120.00			
4430 · Donations Received	282.23	249.98	32.25	112.9%
Total Income	997,787.93	843,639.06	154,148.87	118.3%
Expense				
5000 · PERSONNEL Expenses	508,425.72	497,067.90	11,357.82	102.3%
6000 · AMBULANCE OPERATIONS	51,138.83	66,470.02	-15,331.19	76.9%
6700 · OVERHEAD -- ADMINISTRATION	24,595.78	25,410.40	-814.62	96.8%
6900 · TRAINING PROGRAMS	2,341.87	9,000.00	-6,658.13	26.0%
7000 · URGENT CARE	88,070.33	102,609.52	-14,539.19	85.8%
7100 · Urgent Care Advice Line	15,220.03	15,857.02	-636.99	96.0%
8000 · Interest Expense	1,953.20	4,118.50	-2,165.30	47.4%
9500 · Depreciation Expense	33,020.00	46,145.00	-13,125.00	71.6%
Total Expense	724,765.76	766,678.36	-41,912.60	94.5%
Net Income	273,022.17	76,960.70	196,061.47	354.8%

11:44 AM
01/18/13
Accrual Basis

Coast Life Support District
Balance Sheet
As of December 31, 2012

	Dec 31, 12
ASSETS	
Current Assets	
Checking/Savings	
1000 - Petty Cash	100.00
1001 - Redwood Credit Union Checking	112,545.64
1005 - Sonoma County FAMIS	748,073.07
1011 - Redwood Credit Union Savings	101.62
Total Checking/Savings	860,820.33
Accounts Receivable	
1095 - Misc Other A/R	190.00
Total Accounts Receivable	190.00
Other Current Assets	
1100 - Ambulance Patient's	185,264.59
1115 - Prior Year Taxes Receivable	-1,847.11
1130 - Prepaid - Insurance	2,525.50
1140 - Prepaid - Workers Comp	7,900.00
1145 - Prepaid - Other Exps	10,711.76
1155 - Prepaid - Dispatch Services	10,446.00
Total Other Current Assets	215,000.74
Total Current Assets	1,076,011.07
Fixed Assets	
1400 - Ambulances & Medical Equipment	106,665.63
1420 - Communication System	9,602.08
1450 - Building	407,684.30
1460 - Land	76,500.00
1470 - Office Furniture & Equipment	1,555.09
Total Fixed Assets	602,007.10
TOTAL ASSETS	1,678,018.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	1,238.52
Total Accounts Payable	1,238.52
Other Current Liabilities	
2010 - Accounts Payable Accrual	-611.26
2060 - Accrued Interest Payable	2,559.68
2100 - Payroll Liabilities	1.00
2105 - Accrued Payroll	32,438.58
2110 - Accrued PTO Payable	38,695.70
2610 - NEST/CERT Payable	5,140.60
2620 - AWOS Payable	7,129.01
Total Other Current Liabilities	85,353.31
Total Current Liabilities	86,591.83
Long Term Liabilities	
2800 - Due on 2001 Ambulance	26,459.61
2900 - Municipal Finance Loan	25,490.93
2910 - Capital Lease-Copier	1,224.59
Total Long Term Liabilities	53,175.13
Total Liabilities	139,766.96
Equity	
3900 - Retained Earnings	1,265,229.04
Net Income	273,022.17
Total Equity	1,538,251.21

11:44 AM
01/18/13
Accrual Basis

Coast Life Support District
Balance Sheet
As of December 31, 2012

	<u>Dec 31, 12</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,678,018.17</u></u>

Coast Life Support District
Statement of Cash Flows
 July through December 2012

	Jul - Dec 12
OPERATING ACTIVITIES	
Net Income	273,022.17
Adjustments to reconcile Net Income to net cash provided by operations:	
1095 · Misc Other A/R	760.00
1101 · Ambulance Patient's A/R	-33,887.75
1106 · Expense to be Reimbursed	429.04
1115 · Prior Year Taxes Receivable	36,326.94
1130 · Prepaid - Insurance	9.00
1145 · Prepaid - Other Exps	2,037.68
1155 · Prepaid - Dispatch Services	-5,223.00
2000 · Accounts Payable	-30,395.46
2051 · Chase Visa	-6.15
2010 · Accounts Payable Accrual	-16,699.37
2060 · Accrued Interest Payable	-1,356.78
2100.04 · CA-SUI	-23.57
2100.15 · Cal-PERS Survivor Benefit	1.00
2100.25 · Employee Benefits	-5,062.62
2105 · Accrued Payroll	-17,483.58
2110 · Accrued PTO Payable	10,678.73
Net cash provided by Operating Activities	213,126.28
INVESTING ACTIVITIES	
1401 · Ambulances & Medical Equip Cost	-478.51
1405 · Less Accum Depreciation	17,305.00
1425 · Less Accum Depreciation	3,541.50
1455 · Less Accum Depreciation	11,325.50
1475 · Less Accum Depreciation	848.00
Net cash provided by Investing Activities	32,541.49
FINANCING ACTIVITIES	
2900 · Municipal Finance Loan	-22,418.88
2910 · Capital Lease-Copier	-846.00
Net cash provided by Financing Activities	-23,264.88
Net cash increase for period	222,402.89
Cash at beginning of period	638,417.44
Cash at end of period	860,820.33

**Coast Life Support District
District Administrator's Report
January 21, 2013**

1. Finance.
 - a. Audit. The Finance Committee has reviewed the draft audit, the Management Discussion and Analysis is complete and will be returned to the auditor for inclusion in the final report after a final numbers cross-check.
 - b. 2nd Quarter Financial Position. The District remains in a strong financial position on both the Income and Expense sides of the equation. The second paramedic position, hired to consolidate the part-time positions, is projected to cost less than anticipated because the CalPERS benefit was being paid to most of the part-timers anyway. The difference will mostly be the PTO and insurance benefit.
 - c.
2. Staffing. We have hired two highly experienced paramedics, Tom White and Chris Ottolini. Tom has taken up residence in Gualala with his wife (plus an impending infant appearance).
3. Facilities. We received and planted our new sign, beautifully hand-crafted by the CalFIRE Chamberlain Conservation Camp. Cost to the District was \$350.
4. Ambulance.
 - a. New Sprinter. We await final modifications on our new ambulance and anticipate scheduling a pick-up time soon.
 - b. Old Freightliner. Mendocino County Sheriff Tom Allman will be taking possession of the Freightliner ambulance for conversion to a tactical vehicle at no cost. Private transfer (sale) has been determined to be unfeasible due to a California pre-smog-regulation diesel engine, costs of Code 3 equipment (lights and sirens, etc.) removal, and signage removal requirements.

